



DEPARTMENT OF ADMINISTRATION

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GENERAL SERVICES AGENCY
(*AHENSION SETBISION HINIRAT*)
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February 7, 2022

GENERAL SERVICES AGENCY CIRCULAR NO.: 2022-001

To: All Line Department and Agency Heads
From: Acting Chief Procurement Officer
Subject: **FISCAL YEAR ENDING 2022 REQUISITION CLOSE-OUT DEADLINES**

Hafa Adai! Fiscal Year ending 2022 is approaching. Please take note of the requisition deadlines below:

1) Requisition(s) \$25,000.00 and above requiring Invitation for Bid (IFB)	Thursday, March 31, 2022
2) Requisition(s) for procurement Less than \$25,000.00 (Small Purchases)	Friday, July 29, 2022
3) Requisition(s) for FY2023 Continuing Contracts such as the copier equipment lease, Pitney Bowes/Neopost Postage Meter Rental, Lease on Office Space, etc. REMINDER: Blanket Purchase Agreement (BPA) is <u>NOT</u> a continuing contract and therefore will be rejected.	Wednesday, August 31, 2022
4) Requisition(s) for Stock Issue (Tenda Gubetnu) Final day for pickup of stock items at Tenda Gubetnu	Friday, September 9, 2022
<i>All Central Stock Requests (CSRs) not picked up on scheduled date will be cancelled and all stock items will be returned to the shelves for preparation for the Year-End Inventory</i>	

All agency and department heads are hereby requested to properly assess their needs for submission to General Services Agency (GSA) on or before the above deadlines. In addition, GSA will not entertain any requisition(s) past these deadlines stated above unless it is deemed an urgency. Should you have any questions, please contact our office at (671) 475-1707/1708/1720 or send an email to gsaprocurement@gsadoa.guam.gov. Your attention and cooperation in this matter will be greatly appreciated. *Dangkolo na Si Yu'os Ma'ase*.


ANITA T. CRUZ
Acting Chief Procurement Officer